



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**  
Vacancy Announcement #2016 -11

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<b>Position:</b>	Financial Technician Regular full-time position
<b>Number of Vacancies:</b>	One
<b>Location:</b>	Minneapolis, MN
<b>Posting Date:</b>	July 22, 2016
<b>Classification:</b>	CL 25
<b>Salary:</b>	Salary Range: \$41,551 - \$67,534 Depending on Qualifications
<b>Closing Date:</b>	Open until filled. Preference will be given to resumes received by Friday, August 5, 2016 at 5:00 p.m.
<b>Area of Consideration:</b>	Open to all sources

**Overview of the District of Minnesota**

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 5 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, Clerk's Office and Probation/Pretrial Services staff.

## **Introduction**

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District for the District of Minnesota. The incumbent serves as the Financial Technician and provides support to the financial operations of the U.S. District Court and the U.S. Probation and Pretrial Services offices.

## **Representative Duties**

Arrange for airline, hotel, and rental car reservations for staff in accordance with applicable travel authorizations and regulations, and provide guidance and advice to other court staff making travel arrangements.

Interpret, explain and provide guidance to employees and judges on judiciary travel and financial regulations and procedures.

Enter, review, and liquidate travel obligations for employee travel.

Receive, review, and process travel vouchers and travel advance requests. Assure that allowable expenses are included on travel authorizations and that fiscal information estimates, account classifications, etc., are correct.

Communicate tactfully and effectively with individuals to respond to questions, problems, insufficiencies with voucher submissions, and the status of payment of vouchers.

Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed.

Review Citibank CBA bills for accuracy; reconcile them for the court and the Criminal Justice Act unit. Maintain and account for office travel credit cards, ensuring that policies and procedures are followed.

Respond to all travel related audit inquiries and requests for information and documentation.

Audit Criminal Justice Act eVouchers electronic submissions for proper judge approval and sufficient supporting documentation.

Assist with annual internal audit for the District Court Clerk's Office and U.S. Probation and Pretrial Services Office.

Distribute monthly transit subsidy vouchers to eligible staff members.

Coordinate work efforts with the Financial Services Department and assist as backup in various financial department areas, as required, and while maintaining appropriate separation of duties.

## **Qualifications**

### **Minimum Qualifications**

At least two years of general experience. One year of specialized experience. Attention to detail, ability to take directions from others, excellent organizational skills, computer experience and excellent customer service skills. Ability to communicate effectively, both orally and in writing. General knowledge of GAAP (generally accepted accounting principles). Skill and accuracy in working with numerical calculations.

### **Preferred Qualifications**

Three years of general experience. Two or more years of specialized experience. Ability to recognize and troubleshoot travel-related voucher errors and probable causes. Knowledge of travel administration. Bachelor's degree preferred.

### General Experience

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

### Specialized Experience

Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

## **Conditions of Employment**

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

## Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, life insurance, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

## Application Process

Qualified candidates should email resume **with cover letter** to:

[hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

**Please enter “Application for Financial Technician Position” in the email Subject line.**

**All documents should be combined and emailed as one PDF attachment.**

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Clerk of Court may select a candidate from the qualified applicants.

***The Court is an Equal Opportunity Employer***